

MINUTES

STILLWATER COUNTY LIBRARY BOARD OF TRUSTEES

Tuesday, May 11, 2021, 1:00 p.m.

Stillwater County Library
27 North 4th Street, Columbus, MT 59019

12:30 PM (Closed) - Trustees will meet to conduct an evaluation of the Director, Jennifer Reed.
– Rescheduled for 5/26/21 at 1:00. Closed meeting.

Welcome to Public and Public Comment: Public comments on matters within the Stillwater County Library Board of Trustees Jurisdiction pursuant to §2-3-103 MCA—Public comments will be accepted on any public matter that is not scheduled on the agenda. No action will be taken at this time. The meeting was called to order at 1:08.

Members Present: Maureen Davey, Chair; Linda Halstead-Acharya, Lynda Grande, Kathleen Ralph, and Angie Osborne were present from the Board. Jennifer Reed, Secretary was present.

1. Approval of Minutes – April 13, 2021 – Linda moved to approve the minutes. Lynda seconded. Motion passed.
2. Communications - None
3. Financial reports – HB 124 Entitlement – This is received quarterly and is used to help fund the next fiscal year’s budget.
4. Library Director’s Report – See attached.
 - a. Discussion held regarding clarifying roles of the County Human Resources department in the hiring process.
 - b. Discussion held regarding hiring 2 part-time clerks instead of 1 full-time clerk. Kathleen moved to hire 2 part-time clerks such as that the personnel budget will not be exceeded. Lynda seconded. Motion passed.
5. Unfinished Business:
 - a. Board of Trustees Calendar – Lynda approved as amended. Linda seconded. Motion passed.
 - b. 2021-2022 Budget Committee Report – Report given.
 - c. Succession Planning
 - i. Energizing the library: The Big Picture
 - ii. Library board succession and recruiting new members – Discussion held.
 - iii. Appoint Foundation Committee – Discussion held. Each Trustee will reach out to potential Foundation candidates.

- d. Elevator Speech – Discussion held. Each Trustee and the director will return with three things that are important regarding the library.
6. New and Miscellaneous business:
 - a. Bylaw and Policy Change Recommendations
 - i. Bylaws - Kathleen moved to approve keeping, “No Trustee shall serve more than two years per term as chair” without the addition of them being nonconsecutive. Linda seconded. Motion passed. Lynda moved to approve the Bylaws as a whole as amended. Kathleen seconded. Motion passed.
 - ii. Library Personnel Policy – Lynda moved to approve the Library Personnel Policy as presented. Kathleen seconded. Motion passed.
 - iii. Policy 7-P84-005 – Lynda moved to approve Policy 7-P84-005 as amended. Linda seconded. Motion passed.
 - iv. Library Policies #1-11 – Lynda moved to approve Library Policies 1-11 as revised. Kathleen seconded. Motion passed. Policies 12-14 (Collection Development, Naming, and 3D Printing) will be reviewed at the next meeting.
 - b. Art Committee Ad – Jennifer will present an ad at the next meeting.
 - c. Returning Toys – Discussion held. Some of the toys will be returned to the library and sprayed with disinfectant nightly.
 - d. June Meeting Day/Time – Meeting to be held June 15, 1:00.
7. Announcements
8. Adjournment - The meeting was adjourned at 3:33 p.m.

Next Meeting June 15, 2021, 1:00 p.m.

Action Items:

- Jennifer to blend the draft 3D Printer Policy with Goleta’s
- Jennifer to write the annual report
- Jennifer to ask Stephanie Rey regarding potential Foundation candidates.
- Jennifer to talk to Marlo regarding ad costs.
- Trustees and Jennifer to determine 3 important points for individualized elevator speeches
- Jennifer to send an email reminder of Trustee vacancy at the end of the fiscal year.
- Check with Nancy Rohde regarding liability if machines lent to the library are broken.